



CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT

Western District of Arkansas

POSITION OVERVIEW

CLERK OF COURT

LOCATION

Fort Smith, Arkansas

SALARY/TARGET

JSP 16 - \$136,070 - \$168,700

POSITION AVAILABLE

October 1, 2015

Prior to the official start date, the selected candidate will be employed as the "clerk designee" for a limited period, with the current Clerk of Court, in order to familiarize him/herself with court staff and operations.

APPLICATION

CLOSING DATE

Applications will be received through May 1, 2015

The United States District Court for the Western District of Arkansas is accepting applications for the full-time position of **CLERK OF COURT**. The Western District of Arkansas serves 34 counties located primarily in the western half of the state. The court is headquartered in Fort Smith and has staffed divisional offices in El Dorado, Fayetteville, and Texarkana and an unstaffed office in Hot Springs. The District has three district judges, two senior judges, three magistrate judges, and one recalled magistrate judge. The clerk's office has staff located as follows: Fort Smith - 14; Fayetteville - 9; El Dorado - 3, and Texarkana - 2.

The clerk of court is appointed by the Court's district judges and has overall management authority and responsibility for the non-judicial components of the court. As the court's chief administrative officer, the clerk works under the direction of the chief judge in assuring that the administrative and operational needs of the Court are effectively and efficiently met. The clerk is responsible for providing administrative support services in the areas of human resources, systems technology, space and facilities, records management, civil and criminal case load management, budget, and court staff management. The clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The position requires an individual who possesses leadership, management, communication skills, and technical expertise necessary to anticipate and resolve complex administrative, budget, and operational challenges quickly and effectively. The clerk serves at the pleasure of the Court and is responsible for performing the statutory duties of the office of the clerk pursuant to 28 U.S.C. §751.

The clerk consults with and makes recommendations to the chief judge on matters of court policy and procedure. The clerk is also the official custodian of the records and dockets of the Court and is responsible for managing all fees, costs, and other funds collected by the Court. As the certifying officer for the Court, the clerk is responsible for the efficient use of the Court's human, fiscal, and physical resources, and managing the administrative, budget, and operational activities of the clerk's office to ensure that its statutory duties are properly discharged. The clerk works closely with the Bankruptcy Court, Probation Office, other federal district courts, Eighth Circuit Court of Appeals, the Administrative Office of the Courts, various bar associations, governmental agencies, and the public.

REPRESENTATIVE DUTIES

- Developing, implementing, and perfecting administrative and managerial techniques, systems, methods, programs, and procedures;
- Assisting with the development and oversight of the Court budget, to include the creation and implementation of long-term and short-term budget plans;
- Supervising and being responsible for reporting and accounting of all money received and processed through the clerk's office, including adapting and installing new or improved methods, systems, and procedures for assuring the accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed;
- Providing executive level support for development and implementation of information technology projects and oversight of space and facilities matters;
- Reviewing and analyzing organizational structure, and functional assignments and duties to prepare for current and future organizational needs and shifts;
- Establishing and adjusting long-range schedules, priorities, and deadlines for completion of work assignments, and coordinating project design and implementation with other court units as needed;
- Establishing proactive relationships with the bar, other court units, Administrative Office committees, and governmental agencies to facilitate and improve the delivery of court services;
- Assigning, explaining, and overseeing work of supervisors and administrative staff for all programs, functions, goals and processes;
- Performing personnel related duties including, but not limited to, hiring or recommending the selection of individuals for hiring, performance management, and personnel actions;
- Overseeing methods and systems for maintaining time and attendance records, per diem reimbursements and other matters affecting the compensation of court personnel;
- Consulting with and making recommendations to the judges regarding Court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing the jury operations of the Court and making recommendations as needed to improve juror utilization;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management; and
- Performing other duties, as assigned.

MINIMUM QUALIFICATIONS

- Ten (10) years of progressively responsible experience in an administrative, professional, or technical position that required thorough knowledge of the concepts, principles, and theories of organization and human resources management. Three (3) of the years must have been in a position with substantial management or supervisory responsibility, preferably within a trial court setting.
- Proven leadership skills that include an adaptable, engaging, and constructive communication style.

- Proven problem-solving abilities that demonstrate an ability to gather and analyze relevant data and work collaboratively with others.
- Ability to adapt to and lead changes in requirements and direction received from the court.
- Excellent written communication skills.
- Completion of a bachelor's degree in public, business, or court administration (or other related field) from an accredited college or university.

COURT PREFERRED QUALIFICATIONS

- Management experience gained while working in a federal or state trial court.
- Knowledge of legal terminology and court or business administration concepts and theories.
- Completion of law degree or master's degree in public, business, or court administration (or related field) from an accredited college or university.
- Strong interest in and commitment to the principles underlying the United States judicial system.

ADDITIONAL INFORMATION

The clerk of court position is defined as a "High-Sensitive" position, and the selected candidate must successfully complete a 10-year background investigation, including a credit check and FBI fingerprint check, and will be subject to a recheck every five years. Applicants must be U.S. citizens or eligible to work in the United States. All applications will be screened by the judges of the Court. Only the most qualified applicants will be invited for interviews. Finalists for the position will be reimbursed for transportation and subsistence expenses incurred during the interview process.

Applications must be received by May 1, 2015. Qualified persons should submit a cover letter discussing the applicant's interest in the position and a comprehensive resume of qualifications, including education and professional experience. See the links below for a summary of the available federal benefits and a color map of the counties/divisions of the Western District of Arkansas.

Submit the documents via email to Mary_Sue_Jones@arwd.uscourts.gov or by mail to:

Mary Sue Jones
Operations Manager
Western District of Arkansas
Isaac C. Parker Federal Building
30 S. 6th Street, Room 1038
Fort Smith, Arkansas 72901

Applications will be kept confidential and will be reviewed by the district judges of the Western District. The individuals who you list as references may be contacted by the panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

EMPLOYEE BENEFITS:

<http://www.arwd.uscourts.gov/sites/arwd/files/EmployeeBenefitsHandOut.pdf>

Counties/Divisions of the Western District of Arkansas:

<http://www.arwd.uscourts.gov/western-arkansas-district-map>